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PMA A-36

: UNITED STATES DEPARTMENT OF AGRICULTURE  
: Production and Marketing Administration  
: Washington 25, D. C.  
:  
: Number 232  
:  
June 26, 1950

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PMA PROCEDURE TRANSMITTAL AND CHECK SHEET

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REVISED INSTRUCTIONS

436.2  
5-10-50  
Revised  
Pages 3 & 4

DISPOSITION OF RECORDS - FIELD: Pages 3 and 4 of this Instruction have been revised to call attention to the fact that Form PMA-536, "Request for Disposition of Inactive Records," is not stocked by Supply Centers of the Bureau of Federal Supply, and that in all cases the Area Records Management Officer will send the forms to the field office, if they are required to be prepared to effect disposition of the particular records. Remove Pages 3 and 4 and insert the attached revisions. DISTRIBUTION: A, B.

444.1  
Revised pages  
1 thru 4  
6-15-50

PENALTY INDICIA AND OTHER POSTAGE REQUIREMENTS: Pages 1 thru 4 of this Instruction have been revised to more clearly define the several types of mail and the postal requirements with respect to each. Paragraph II B-3 has been added to incorporate the subject of a memorandum from the Third Assistant Postmaster General, which rules that shipments of commodity samples constituting separate transactions exceeding four pounds going to the same address may be broken into any number of packages, averaging less than four pounds each and mailed under penalty indicia. This is an exception to the general ruling requiring the payment of postage in such instances. Remove pages 1 through 4, dated 5-6-49, and insert the attached revised pages. DISTRIBUTION: A, B.

FORMS MANUAL INSERTIONS

AD-287

EMPLOYEE SUGGESTION: The attached Forms Manual insertion covers the revised Form AD-287. Procedure covering use, PMA 104.2. Remove the insertion dated 5-28-46 for Form AD-287, entitled "Work Improvement Proposals", and insert the attached revision. DISTRIBUTION: A, B

PMA-536

REQUEST FOR DISPOSITION OF INACTIVE RECORDS: This form replaces Form AD-547, "Request for Disposition of Inactive Records," and Form AD-548, "Records Inventory, Appraisal and Disposition Work Sheet." Procedures covering use, PMA 436.1 and 436.2. Remove Forms Manual Insertions for Forms AD-547 and AD-548 from the Forms Manual and insert the attached insertion for Form PMA-536. DISTRIBUTION: A, B.

OBSOLETE FORMS

A list of obsolete forms dated June 26, 1950, is being distributed with this Procedure Transmittal and Check Sheet, for addition to "Obsolete Forms Supplement 1", dated February 15, 1950.

DISTRIBUTION: A, B.

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DISPOSITION OF RECORDS - FIELD

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(IV C 1)

disposition activities.

2 Conduct surveys, inventories, and searches of records in their custody, or assign personnel to assist the Area Records Management Officer in conducting such surveys, inventories, or searches.

3 Collaborate with the appropriate Area AS Division in determining disposition recommendations for records in their custody, or any other PMA records in which they have a common interest with other organizational units.

4 Cooperate with the appropriate Area AS Division to effect disposition of records in accordance with established schedules or specific authorizations.

5 Furnish inventories and reports as required.

## V PROCEDURE FOR RECORDS DISPOSITION

Officers in charge of field offices are responsible for the assembling of sample material, and correct submission of the material to the Area AS Division, and for other actions prescribed in the following paragraphs:

A Disposition Under Existing Authorities - Once an authorization has been obtained for disposition of records of a recurring nature, they may be disposed of annually or semi-annually when the retention period stated in the authorization is reached, without any further action or clearance on the part of the field office. Disposition of such records must be reported, however, in accordance with paragraph VII.

B Initial Advice of Records Accumulation - When disposition of specific records (for which an authorization is not held) is considered advisable, the field office shall send a memorandum to the Area AS Division giving: (1) the approximate total amount of material by linear feet, (2) a general description of the material, including the various types of records involved (correspondence, administrative, fiscal, program, personnel, and so forth), (3) the use to which the material was put during its activity, (4) the period covered by the records (inclusive dates), and (5) the type of equipment in which the records are contained.

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DISPOSITION OF RECORDS - FIELD

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(V C)

C Assistance by Area AS Division - Upon receipt of initial advice of records accumulation, the Records Management Officer shall: (1) advise the field office as to which of the records require preparation of Form PMA-536, (2) send a sufficient supply of Form PMA-536 to the field office for the particular records, and (3) instruct or assist the employee designated in the field office in the method of selecting sample material and preparation of Form PMA-536. If necessary, the Records Management Officer may visit the field office to give such technical assistance as may be required. Forms PMA-536 are not stocked in the Bureau of Federal Supply. In all cases the Area Records Officer will send the forms to the field office upon receipt of the initial memorandum, if the forms are required to be prepared.

D Assembly and Submission of Material - The actions prescribed below shall not be taken until reply to the initial advice of records accumulation has been received from the Records Management Officer (see paragraph V B and C). Where "similar records" is used below, it means similar, but not identical records; for instance, records which are all of a fiscal nature, but which might contain more than one type of fiscal records. "Type of record" refers to the different kinds of records or forms in a group of similar records.

1 Examine each container of records and select a group of similar records from those considered eligible for disposition. Withdraw a sufficient number of folders or material from the group to ASSURE HAVING A REPRESENTATIVE SAMPLE OF EVERY TYPE OF RECORD IN THE GROUP described in the initial memorandum (see paragraph V B). Charge-out cards should be inserted for the folders or material which are withdrawn. Each record contained in the selected representative samples shall be examined individually.

2 A clear and concise description of each type of record shall be noted on Form PMA-536 under the heading "Description of Records." This description shall include information that will clearly identify the records involved and show their nature, content and purpose. Following the description, the disposition recommendation of the custodian of the records shall be shown. The sample record shall be stapled to the PMA-536 and a charge-out card shall be inserted in the place from which it was withdrawn. Only one type of record shall be described on each PMA-536. When a record is the controlling instrument of a number of supporting or related documents, only the controlling record shall be described in detail on the PMA-536. The supporting or related documents should be listed by title or content only. If such record is submitted as a sample with the PMA-536, the supporting or related documents should be attached to the controlling instrument. Sample case files shall be submitted in whole.

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U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

PENALTY INDICIA AND OTHER POSTAGE REQUIREMENTS

I PURPOSE

This Instruction sets forth requirements for use of postage and penalty indicia by PMA offices, and establishes responsibilities of Washington and field offices (including State Offices) for reporting use and inventory of penalty indicia material. The penalty indicia and postage requirements prescribed herein apply to all mail, whether sealed or unsealed. Additional requirements applicable to parcel post only are contained in PMA Instruction 405.4, "Parcel Post Shipments."

II POSTAGE REQUIREMENTS

A Mail Weighing Four Pounds or Less

1 Straight First Class Mail - Straight first class mail requires penalty indicia only.

2 Registered Mail

a Washington - Registered mail, except registered air mail, requires penalty indicia with additional postage for return receipt, if requested. No registry fee is chargeable except in the case of registered air mail.

b Field - Registered mail, except registered air mail, requires penalty indicia with additional postage for (1) registry fee and (2) return receipt, if requested. Since mail is registered for record of delivery only, no monetary value should be declared on any mail registered under the penalty indicia.

3 Special Delivery Mail - Special delivery mail, except special delivery air mail, requires penalty indicia with additional postage for special delivery service.

4 Air Mail - Envelopes used to transmit air mail shall not bear the penalty indicia. All air mail, including registered and special delivery air mail, requires direct payment of postage by use of postage stamps or postage meter impression. When air mail weighs in excess of eight ounces, it automatically becomes air parcel post and takes the air parcel post zone rates.

5 Foreign Mail - Penalty indicia envelopes shall not be used to transmit foreign mail, with the exception of mail to the following places: Bolivia, Canada, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Nicaragua, Panama, Paraguay, Peru, El Salvador, Uruguay, Venezuela, and any possession of the United States. Under a reciprocal



## PENALTY INDICIA AND OTHER POSTAGE REQUIREMENTS

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### (II A 5)

agreement mail may be transmitted to these countries under the penalty privilege. Mail to all other foreign countries requires direct payment of postage by use of stamps or postage meter impression.

#### B Mail Weighing in Excess of Four Pounds

1 Washington - Under agreement with the Post Office Department, bulk mail weighing more than four pounds will be sent under Permit No. 7-749. The Mail and Messenger Section, Procedures and Communications Division, Office of Administrative Services, will label such mail with this permit number. Under exceptional circumstances, it may be necessary for branches or offices to transmit bulk mail direct to the Department Post Office. In such cases, employees transmitting such mail must insert the permit number on the package below the words "Official Business."

2 Field - Each of the statements in the sub-paragraphs below apply to mail weighing in excess of four pounds. This includes all articles or packages of official matter (or a number of articles and packages of official mail constituting in fact a single shipment - see paragraph III C) whether sealed or unsealed, including written matter. Attention is called to the fact that this includes straight first class mail, registered mail, special delivery mail, foreign mail, and air mail, including registered and special delivery air mail, as well as mail commonly known as "parcel post," if such mail weighs in excess of four pounds.

a The law requires such mail to carry postage at full parcel post rates. When air mail weighs in excess of eight ounces, it automatically becomes air parcel post and takes the air parcel post zone rates.

b Such mail shall not, under any circumstances, bear the penalty indicia.

c When such mail is of a correspondence nature, it will be given first class handling, if it is stamped "First Class Mail."

3 Mailing of Separate Parcels Constituting a Single Shipment - When a single shipment weighing in excess of four pounds is broken down into a number of small parcels weighing four pounds or less for mailing separately to the same addressee, either at one time or at intervals, such small parcels shall carry full parcel post rates the same as if shipped as one package, since in fact such small parcels constitute a single shipment.

a Mailing of Commodity Samples - The Third Assistant Postmaster General has ruled that the above regulation shall not be construed to apply to parcels containing commodity samples constituting separate transactions, when such parcels are not covered by a single reconciliation or report of summary, thus comprising a single shipment. Therefore, parcels of commodities weighing four pounds or less and constituting separate transactions may be mailed under the penalty privilege.

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PENALTY INDICIA AND OTHER POSTAGE REQUIREMENTS

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## III MAIL WHICH DOES NOT REQUIRE POSTAGE - WASHINGTON, D. C., ONLY

A Mail for Transmission by Official Mail and Messenger Service - Employees shall transmit by Official Mail and Messenger Service all mail addressed to other Government agencies (and Congress) located within the District of Columbia and within a radius of 3.5 miles from the Southwest end of Arlington Memorial Bridge. Envelopes used to transmit such mail shall not bear the penalty indicia.

B Chain Mail - Employees shall transmit by PMA mail room facilities all mail within PMA and between PMA and other Department agencies in Washington.

## IV INSTRUCTIONS GOVERNING USE OF POSTAGE - WASHINGTON, D. C., ONLY

A Responsibility for Affixing Postage - The Department Post Office will affix all postage for outgoing mail received during regular hours of duty. When a special mailing will be made after the PMA Mail Room is closed, the office initiating the special mailing will make prior arrangements with the PMA Mail Room.

B Method of Making Requests for Postage - Employees preparing mail shall show any special kind of postage required by typing it on the letter two spaces above and flush with the name of the addressee. Example:

## AIR MAIL

Mr. John Doe  
100 Main Street  
Chicago 10, Illinois

Employees preparing mail shall group or clip together mail requiring postage and shall attach a 3 x 5 slip marked "Special Handling." For each piece of registered mail (return receipt requested), employees shall attach the original only of Post Office Department Form 3811, "Return Receipt." This form must show the name of the organizational unit sending the letter, so that when the receipt is signed it can be returned to the appropriate sending office.

## V REQUIREMENTS GOVERNING USE OF PENALTY INDICIA

A Use of Penalty Material - The Post Office Department is required by law to maintain certain controls governing the acquisition and use of penalty indicia items.

1 Misuse Prohibited - Since PMA is held accountable for and must report acquisitions and inventory of all items bearing the penalty privilege, employees must not use envelopes, wrappers, or cards bearing the penalty privilege for air mail, inter or intra-office communications, or for personal correspondence, even though sufficient postage is affixed.

2 Furnishing Penalty Envelopes, Labels, and Postcards - Subject to the limitation that forms going to 10 or more respondents must be referred first to the Records and Forms Management Division, Office of Administrative Services, so that approval of the Bureau of the Budget can be obtained, all PMA offices may furnish penalty envelopes, labels, and postcards for return mail or other official purpose to the following:

PENALTY INDICIA AND OTHER POSTAGE REQUIREMENTS

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(V A 2)

a Persons or private concerns from or through whom official information is desired which they are not required by law to submit, provided the material is not bulk. (Quantities of reports or records are not bulk material.)

b Inspectors and persons licensed by the Secretary of Agriculture for submitting official matter not required by law.

3 Restrictions on Use of Penalty Mail - Except as provided in paragraph VA<sup>4</sup>, no office of PMA shall transmit through the mail, free of postage, any book, report, periodical, bulletin, pamphlet, list, or other article or document unless one or more of the following conditions is satisfied:

a If a request for such item has been previously received:

(1) Acceptable Forms of Request - Any written request or recorded oral indication that a person or organization desires a specified publication(s) or information on a specified subject(s) shall constitute a request within the meaning of this paragraph.

(2) Mailing List Request - A request to be placed on a mailing list for the purpose of receiving matter on specified subjects shall constitute a request within the meaning of this paragraph.

b If Transmission is Required by Law - Such transmission applies only to material concerning which there is express statutory direction for mailing. It does not apply to material printed under general statutory authority to disseminate or make public information.

c If Document is Transmitted to Inform Affected Party - Transmission by penalty mail of material described in this paragraph is permissible to advise the recipient thereof of the adoption, amendment, or interpretation of a statute, rule, regulation, or order to which he is subject.

4 Exceptions to Restrictions on Use of Penalty Mail - The provisions of paragraph VA<sup>3</sup> do not apply to the following types of mailings:

a Official Letter Correspondence - Includes such enclosures as are reasonably related to the subject matter

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AD-287  
2-50

UNITED STATES DEPARTMENT OF AGRICULTURE

EMPLOYEE



SUGGESTION

ATTENTION EMPLOYEES! See agency instructions on preparation and distribution. Careful preparation will make a better suggestion. Show (1) disadvantages of present method, (2) the proposed method, and (3) advantages and/or estimated savings.

WRITE YOUR SUGGESTION HERE (ATTACH ADDITIONAL INFORMATION, CHARTS, AND SKETCHES IF DESIRED)

(REVIEWERS USE REVERSE SIDE)

SUBMITTED BY: \_\_\_\_\_

DATE RECEIVED	SUGGESTION NO.
	SUGGESTION NO.

(Signature)

(Organization, Division, Section)

(Location)

(Date)

FORM NO.: AD-287

TITLE: EMPLOYEE SUGGESTION

ACTUAL SIZE: 8" X 10½"

PRINTED: 1 Sheet, Both Sides

PREPARATION: Original and two copies by employee originating suggestion.

DISTRIBUTION: Original and 2 copies to employee's immediate supervisor. Supervisor forwards original and all copies together with supporting papers and memoranda to appropriate Employee Awards Committee.

PROCEDURE COVERING USE: 104.2

DISTRIBUTION COVERING USE: A, B  
6-2-50





Form PMA-536 (7-12-49)	U. S. DEPARTMENT OF AGRICULTURE PRODUCTION AND MARKETING ADMINISTRATION	BRANCH <u>Fruit and Vegetable</u>
REQUEST FOR DISPOSITION OF INACTIVE RECORDS		DIVISION <u>Inspection</u>
		SECTION
		CITY AND STATE <u>Omaha, Nebraska</u>
Application is made for the disposition of inactive records as described and indicated below:		
<u>4/10/47</u> (DATE)	<u>[Signature]</u> (SIGNATURE)	<u>Chief, Inspection Division</u> (TITLE)
DESCRIPTION OF RECORDS (GIVE FORM NO. AND TITLE, PURPOSE OF, HOW USED, NO. OF COPIES EXECUTED AND DISTRIBUTION, AND INCLUSIVE DATES. ALSO FURNISH SAMPLES OF THE RECORDS DESCRIBED BELOW):		

Form FV-000 - "Request for Inspection, Fresh Vegetables"

Related correspondence.

Form used by shippers to request inspection at shipping points.  
Executed in triplicate. Original and one copy to Inspection  
Division; one copy retained by shipper. Calendar year 1949.

GENERAL INFORMATION				
PHYSICAL FORM OF RECORDS		APPROXIMATE REFERENCE ACTIVITY (INDICATE NO. OF REFERENCES)		
ORIGINALS <input checked="" type="checkbox"/>	CARBONS <input type="checkbox"/>	PRINTED <input type="checkbox"/>	PROCESSED <input type="checkbox"/>	
SIZE OF RECORDS		PER DAY		
LETTER <input checked="" type="checkbox"/>	LEGAL <input type="checkbox"/>	PER WEEK		
OTHER <input type="checkbox"/> (SPECIFY SIZE)	"X" " "	PER MONTH		
NO. OF DRAWERS		1		
17		OFFICE WILL REQUIRE TRANSFER EQUIPMENT <input checked="" type="checkbox"/>		
		OFFICE WILL TRANSFER EQUIPMENT WITH RECORDS <input type="checkbox"/>		
LOCATION OF RECORDS		RECORDS CUSTODIAN		
NAME OF BUILDING	ROOM NO.	NAME	ROOM NO.	PHONE NO.
<u>Masonic Temple</u>	<u>368</u>	<u>R. Jones</u>	<u>368</u>	<u>4-823</u>
DISPOSITION RECOMMENDATION				
IMMEDIATE		RETAIN (NO. OF YEARS)		
DISPOSE <input type="checkbox"/>	TRANSFER TO ARCHIVES <input type="checkbox"/>	3		
		AT EXPIRATION OF RETENTION PERIOD		
		DISPOSE <input checked="" type="checkbox"/> TRANSFER TO ARCHIVES <input type="checkbox"/>		

FORM NO.: PMA-536

TITLE: REQUEST FOR DISPOSITION OF INACTIVE  
RECORDS

ACTUAL SIZE: 8" X 10½"

PRINTED: 1 sheet, both sides

PREPARATION: Field Offices: Original and two copies.

Washington Offices: Original and three copies.

DISTRIBUTION: Field: Originating office retains one copy and sends the original and one copy to the Administrative Services Division of the Area Management Office, with sample material attached to the original. The Administrative Services Division retains the copy and sends the original, with the sample material attached, to the Records and Forms Management Division, Office of Administrative Services in Washington.  
Washington: Originating office retains one copy and sends the original and two copies to the Records and Forms Management Division. No sample material should be submitted with the form.

PROCEDURES COVERING USE: 436.1 and 436.2

DISTRIBUTION: A, B  
6-6-50

## FOR USE OF RECORDS DISPOSITION GROUP ONLY

KIND OF COPIES		DISPOSITION RECOMMENDED	
OFFICIAL RECORD	<input checked="" type="checkbox"/> DUPLICATE <input type="checkbox"/> NON-RECORD <input type="checkbox"/>	IMMEDIATE DISPOSAL <input type="checkbox"/>	RETAIN <input type="checkbox"/> TRANSFER <input checked="" type="checkbox"/> SCHEDULE <input type="checkbox"/>

REMARKS:

Sample forwarded to Washington for submittal on a proposed schedule to National Archives.

4/18/47  
(DATE)

*James D. Brown*  
Area Records Officer  
(NAME OF APPRAISER)

STORAGE RECORD							
SPACE	RDW	DRAWER NDS.	DATE RECEIVED	SPACE	ROW	DRAWER NDS.	DATE RECEIVED
Depository	101	20-37	4/18/47				

DISPOSAL EFFECTED		TRANSFERRED TO ARCHIVES	
BY Area Records Officer	DATE 4/10/50	BY	DATE

REMARKS:

Disposed of as waste paper - 34 linear feet  
17 drawers released for reuse by depository

## OBSOLETE FORMS

THE FOLLOWING FORMS HAVE BEEN DECLARED OBSOLETE AND SHOULD BE ADDED  
TO " OBSOLETE FORMS - SUPPLEMENT 1".

OBSOLETE FORM	TITLE	SUPERSEDED BY
AMA-199	500 Bale Cotton Master Sheet	TW-54
CCC Commodity Form A	Producer's Note	Commodity Loan Form A
*CCC Commodity Form AA (Supp.1)	Mortgage Supplement	Commodity Loan Form AA
*Commodity Loan Form 15(2-24-49)	Commodity Delivery Notice	Commodity Loan Form 15(3-14-50)
*C.S.A. 1-37	Request for Classification Form A Memorandum	CN-357
*ECR-213	Farm Record	PMA-589
FDA-54	Franked Tag	PMA-89
FDA-199	500-Bale Cotton Master Sheet	TW-54
FP-2(6-1-49)	NSL Program Agreement	FP-2(6-6-50)
FV-L-1(5-21-48)	PACA Field Prospect Letter	FV-L-1(6-12-50)
FV-L-3(10-16-46)	PACA Letter Acknowledging Fee, etc.	FV-L-3(6-12-50)
FV-205	Daily Telegraphic Release	
LS-L-6	Letter Transmitting Certificate	
MF-L-3	Letter of Inquiry re Inspector & Weigher	TW-63
*MQ-52(11-15-49)	Instructions for the Review of MQ	MQ-52(5-26-50)
PMA-291a(9-20-46)	Instructions to Pkg. & Processing Contractors	PMA-291a(5-26-50)
1949 CCC Potato Form AA	Mortgage Supplement - 1949	
*SRS-12	Planimeter Record Sheet	PMA-589

\*If an asterisk (\*) precedes the form number, stocks of the form are to be used up. Otherwise, stocks are to be disposed of in accordance with PMA Instruction 436.1. If a date follows the number in the first column, do not dispose of any stocks dated later than that date.

June 26, 1950

TB-16	Permanent Record of Sales	TB-30
*TB-30(3-26-46)	Permanent Record of Sales	TB-30(6-6-50)
*TB-32(6-18-48)	Gross Sales Report, Type 11(a)	TB-32(6-5-50)
*TB-34(6-18-48)	Gross Sales Records Flue Cured Type 12	TB-34(6-6-50)
*TB-43(10-18-49)	Gross Sales Record, Type 31, Burley	TB-43(6-5-50)
TB-54(6-30-48)	Tobacco Loan Status	TB-54(5-31-50)
WA-24	500 Bale Cotton Master Sheet	TW-54

\*If an asterisk (\*) precedes the form number, stocks of the form are to be used up. Otherwise, stocks are to be disposed of in accordance with PMA Instruction 436.1. If a date follows the number in the first column, do not dispose of any stocks dated later than that date.



## OBSOLETE FORMS

THE FOLLOWING IS A LIST OF THE FORMS THAT HAVE BEEN OBSOLETED IN THE "TOBACCO" FORMS SERIES, NOT INCLUDING THE "TB" SERIES. THIS LIST SHOULD BE ADDED TO THE MARCH 28, 1949 OBSOLETE FORMS BOOKLET IN PLACE OF THE PRESENT LISTINGS IN THE BOOKLET AND ALL SUPPLEMENTS THERETO.

OBSOLETE FORM	TITLE	SUPERSEDED BY
Tobacco(1947)	Dealer Summary	Tobacco 34(1949)
Tobacco 1(1950)	Instructions for Holding Referenda, etc.	
Tobacco 2(1950)	Notice, -----Tobacco MQ Referendum	
Tobacco 3(1950)	----- Tobacco MQ Referendum Ballot	
Tobacco 4(1950)	----- Tobacco MQ Referendum Ballot	
Tobacco 5(Aug. 45)	Community Summary (Do not destroy any snap sets)	Tobacco 5 later dates
Tobacco 6(1949)	County Summary	Tobacco 6(1950)
Tobacco 7(Aug. 45)	State Tabulation	Tobacco 7(1949)
Tobacco 8(1949)	Application for 1949 Allotment	MQ-25 Tobacco 1950
Tobacco 9(1949)	Notice of Farm Acreage Allotment, etc.	MQ-24(1950) Fire-cured
Tobacco 10(1949)	" " " "	MQ-24(1950) Dark Air-cured
Tobacco 11	Instructions for Review of MQ	MQ-52
*Tobacco 12 Part I (1948)&(1949)	Fire-cured & Dark Air-cured MQ Regulations. To persons issuing stocks: This item published for record purposes only. Do not consider obsolete until published without asterisk. Issue later forms unless it is known that user actually desires an earlier form. The latest forms are MQ-21 Tobacco 1950, fire-cured and dark air-cured, and MQ-21 Tobacco 1950 Supp.1, same types	
*Tobacco 12 Part II (1948)&(1949)	Fire-cured and Dark air-cured MQ Regulations. See note after Tobacco 12 Part I(1948). Will be superseded by MQ-71 Tobacco-1950, fire-cured and dark air-cured, which is not yet in print.	
*Tobacco 13 Part I&II (1948)&(1949)	Burley & flue-cured MQ Regulations. See note after Tobacco 12 Part I(1948). Latest form is MQ-21 Tobacco(1950), for old Part I and MQ-71 Tobacco(1950) for old Part II.	
Tobacco 14(1949)	Tobacco Listing Sheet	MQ-23-Tobacco(1950)
Tobacco 15(1949)	Notice of Farm Acreage Allotment, etc.	MQ-24-Tobacco(1950)
Tobacco 16(1949)	" " " "	Flue-cured MQ-24 Tobacco(1950) Burley
Tobacco 17(1949)	Instructions for Determining ** Allotments, etc.	
Tobacco 18	Report of -----Acreage	FMA-462
Tobacco 19	Report of -----Acreage	FMA-462

\*If an asterisk (\*) precedes the form number, stocks of the form are to be used up. Otherwise, stocks are to be disposed of in accordance with FMA Instruction 436.1. If a date follows the number in the first column, do not dispose of any stocks dated later than that date.

Agriculture-Washington

June 5, 1950

Tobacco 20-All types-49	Within Quota Mktg. Card. THESE MKTG. CARDS MUST BE MADE UNUSABLE BEFORE THEY ARE BALED, SALVAGED, SOLD, SCRAPPED, ETC.	MQ-76 Tobacco-50 separate form each of 5 types
Tobacco 21-All types-49	Excess Mktg. Card. SEE NOTE AFTER TOBACCO 20 above.	MQ-77 Tobacco Burley 50(separate form each of 5 types)
Tobacco 22(1949)	County Office Instructions	MQ-73 Tobacco(1950)
Tobacco 23(1949)	Authorization to Issue Memo of Sale	MQ-78 Tobacco(1950)
Tobacco 24(1949)	MQ Instructions for Whsemen, etc.	MQ-72 Tobacco(1950)
Tobacco 25(1948)	Dealers Record	MQ-79 Tobacco-50
*Tobacco 25(1949)	Dealer's Record. See note after Tobacco 12 Part I(1948). Latest form is MQ-79 Tobacco-1950	
Tobacco 26(1948)	Auction Warehouse Report	MQ-80 Tobacco 1950
*Tobacco 26(1949)	Auction Warehouse Report. See note after Tobacco 12 Part I (1948). Latest number is MQ-80 Tobacco-1950	
Tobacco 27(1949)	Report of Penalties	MQ-81 Tobacco 1950
Tobacco 28(1949)	Sale Without Mktg. Card	MQ-82 Tobacco-1950
Tobacco 29(1948)	Field Assistant's Report	MQ-83 Tobacco(1950)
*Tobacco 29(1949)	Field Assistant's Report (Previously without an asterisk. Retain any stocks still on hand, until further notice)	MQ-83 Tobacco-1950
Tobacco 30(1949)	Transmittal Sheet	MQ-84(1950)
Tobacco 31(1948)	Tobacco Farm Account	Tobacco 31(1949)
Tobacco 32(Undated)	Memorandum of Resale	MQ-86 Tobacco(1950)
Tobacco 32(1948)	Report of Resales	MQ-86 Tobacco(1950)
*Tobacco 32(1949)	Report of Resales. See note after Tobacco 12 Part I(1948). Latest form is MQ-86 Tobacco(1950)	
Tobacco 33	S. O. Instructions	MQ-74 Tobacco(1950)
Tobacco 34(1948)	Dealer Summary	Tobacco 34(1949)
*Tobacco 34(1949)	Dealer Summary. See note after Tobacco 12 Part I(1948). Will be superseded by MQ-87 Tobacco(1950) which is not yet in print.	
Tobacco 35(1948)	Report of Resales Summary	Tobacco 35(1949)
*Tobacco 35(1949)	Report of Resales Summary. See note after Tobacco 12 Part I (1948). Latest number is MQ-88 Tobacco(1950)	
Tobacco 36(1948)	Warehouse Summary	Tobacco 36(1949)
*Tobacco 36(1949)	Warehouse Summary. See note after Tobacco 12 Part I(1948). Will be superseded by MQ-89 Tobacco(1950) which is not yet in print.	
Tobacco 708	Application for -----	MQ-25 Tobacco(1950)
Tobacco 913	Burley & Flue-cured MQ Regulations	MQ-21 Tobacco(50) for these types

\*If an asterisk (\*) precedes the form number, stocks of the form are to be used up. Otherwise, stocks are to be disposed of in accordance with PMA Instruction 436.1. If a date follows the number in the first column, do not dispose of any stocks dated later than that date.

June 5, 1950

Tobacco 916	Notice of Farm Acreage Allotment	MQ-24 Tobacco 1950 Burley
Tobacco 926	Auction Warehouse Report	MQ-80 Tobacco-(1950)
Tobacco 927	Report of Penalties	MQ-81 Tobacco(1950)
Tobacco 928	Sales Cleared w/o Mktg. Card	MQ-82 Tobacco(1950)
Tobacco 930	Transmittal Sheet	MQ-84(1950)

\*If an asterisk (\*) precedes the form number, stocks of the form are to be used up. Otherwise, stocks are to be disposed of in accordance with PMA Instruction 436.1. If a date follows the number in the first column, do not dispose of any stocks dated later than that date.

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